

## Internship Application Checklist

### Applying for internship:

- ☐ Submit a completed internship application to [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov). The form can be found at <https://www.tn.gov/hr/js1/internships.html>
- ☐ Submit a professional resume
- ☐ Submit a copy of transcript. An unofficial copy obtained from the school is acceptable. The transcript must verify current overall GPA.
- ☐ Submit two letters of professional recommendation
- ☐ Submit DD214 (if applicable)
- ☐ Submit letter of interest

Students will submit documents by the required deadline. If all information is not received by the deadline, the application will not be considered for selection into the program.

Please contact Kimberly Mantlo at [Kimberly.mantlo@tn.gov](mailto:Kimberly.mantlo@tn.gov) with any questions.